



Bringing out the best in each child.

ARTARMON PUBLIC SCHOOL

Harmony
Safety and Happiness

Synergy
School Spirit

Excellence
Personal Best

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INTRODUCTION

I would like to welcome you and your child to Artarmon Public School. Our school was founded in 1910 and has a proud tradition of excellence in academic achievement, creative arts and physical education programs.

This booklet outlines the basic operations of the school. A regular newsletter, Newsflash, is uploaded on the school website every Wednesday to keep parents informed of current events.

I invite you to enter into the full life of the school and become active members of the Artarmon school community.

Louise Green
Principal

GENERAL INFORMATION

Address: McMillan Road
Artarmon NSW 2064

Phone Numbers: Principal and Primary 9411 1950
9411 1996
9411 1062
Canteen 9411 1425

Fax Number: Primary: 9415 1243

Email : artarmon-p.school@det.nsw.edu.au

Website: www.artarmon-p.schools.nsw.edu.au

School Hours: 8.55am – 2.55pm (classes commence at 8.55am)
The McMillan and Abbott Road campuses provide direct supervision for students from 8.25am. There is no before and after school care on school grounds.

Kindergarten: Term 1: 8.55am – 2.45pm, Terms 2, 3 and 4: 8.55am – 2.55pm

Years 1 to 6: 8.55am – 2.55pm

Recess: 10:55am – 11:20am

Lunch: 12:50pm – 1:40pm

Before and After School Care

Kids Cottage: Phone – 9777 1082 Mobile – 0419 604 440

Enrolment

Enrolment packages are available from the school office on the McMillan Road campus.

Documentation Required: Birth Certificate or identity documents

Proof of residential address eg. council rates, utilities, lease

Passports, current or previous visa (if applicable)

Immunisation history statement

Enrolment Policy

Applications are accepted for out of area students. A placement panel (Principal, Deputy Principal and parent representative) will review all out of area enrolments. Local enrolment is applied equally to all applicants and consideration is given to compassionate circumstances.

A waiting list will be established for non-local students which will be current for one year.

Appeals are to be made in writing to the Principal.

Canteen

This operates daily with a Canteen Manager and volunteers.

Ordering is managed online through www.MunchMonitor.com.au . Ordering closes each day at 9:00am and the lunches will be collected from the canteen at 12.40pm.

The Canteen provides a valuable service to our students and families and we encourage each family to volunteer one day a year to help in the canteen.

School Uniform

Items are available from the school only. They are in the school colours and have the school crest. Uniform Shop operating hours are:

Wednesday 8.30am – 10.30am and Friday 2.30pm -4.30pm on the McMillan Rd campus.

Details of items available and cost are printed separately and are available from the school office on the McMillan Road campus and on the school website.

Children's Leave/Absences

Each time a child is absent a *signed note* must be sent to the teacher within seven days. The signed note should explain the reason and include how many days absent and the date or dates. All partial absences (late arrival, early departure or partial absence during the day) require a signed note including the reason, time of arrival/departure and the date. Absence explanation notes are available from the McMillan Road office. All students arriving late should be accompanied *in person* to the main office. The class roll is a legal document and reasons for absence must be recorded by the teacher.

Any student away from school on vacation during the term for a period longer than five days must complete an attendance exemption form. These can be collected from the office. Whilst away students can continue their learning program through completing a travel journal.

Transfers

When transferring to another school, please notify us beforehand and collect a transfer certificate from the office.

A "*clearance*" for LIBRARY BOOKS, MUSICAL INSTRUMENTS, BUS and TRAIN PASSES (if applicable) and any other school property must be obtained. When these items are returned a transfer will be issued.

Newsflash

A weekly newsletter is published each **WEDNESDAY** on the school website - www.artarmon-p.schools.nsw.edu.au. An email alert is available for parents to subscribe to.

School Bands

The school offers an excellent band program. Children can join the band program from Year 4. Tutoring during school hours is available.

Our school bands participate in a number of competitions during the year and are managed by a dedicated parent group. We are proud of our award winning bands.

School String Group

The school offers two string groups for students to join. The groups have grown in size over recent years and display a high level of musical skill.

The string groups rehearse each week and students have individual tutorials. During the year the string group participates in a variety of competitions/festivals.

Term Invoices

Each term an invoice for all school excursions and resources is sent home to families.

TrafficFlash TrafficFlash TrafficFlash

This introduction for parents sets out some steps to maintain a safe environment for children travelling to and from school. Watch for TrafficFlash updates in the weekly Newsflash.
See also www.rta.nsw.gov.au/roadsafety/children/schoolroadsafety/schoolzoneprogram.html

Morning

The school bus drives forward to drop off outside the entrance to the Abbott Rd gate.

From 8:30am until the school bell rings Year 5 traffic patrol monitors assist children from cars to the Abbott Rd gate.

- **Drive to the front of the zone**, even if the entire zone is free of cars. It is safer for the next car to drop-off behind you. Drive around a stopped car to the front of it there is room and it is safe.
- **Don't get out of your car to assist your child**. Keep their school bag in the car (not the boot). The Year 5 traffic patrol monitor will open and close the car door.

The drop off zone on McMillan Rd operates from 8:30am.

- **Drive to the front of the zone**
- **Don't get out of your car**
- **Don't double park**. There is plenty of room in McMillan Rd when vehicles are stopped at the kerb to drop-off children for cars and the school bus to pass beside them and move into Abbott Rd.

Afternoon

The school buses collect children on Abbott Rd. Younger children go on the first bus.

Older children and younger siblings can be picked-up by car from the McMillan Rd footpath.

- **Drive to the front of the zone**
- **Don't get out of your car**
- **Don't double park**
- **Don't park in the pick-up zone**. Parking rules apply on McMillan Rd – stop for a maximum of 2 minutes.

Alternatively, you can park the car and collect your child in person.

- **Park in a legal space**. Don't stop in bus zones or no stopping zones. If you park in the 5 minute zone on Abbott Rd please set a good example and cross at the pedestrian crossing.

Notes for walkers and train travellers

Many parents and students cross Hampden Rd opposite the Post Office and walk up Jersey Rd to cross into Abbott Rd at the traffic lights.

- Cross the road at pedestrian crossings
- Watch carefully and travel in a group if you can. It is safer because it makes you easier to see
- Please enter and leave the school grounds through the pedestrian gates
- There is no pedestrian access from the school to Barton Rd. Use the walkway behind the school hall to get to the Barton Rd pedestrian crossing
- Don't run. It is exciting to be back at school but running can make you hard to see.

You can find further information about the demerit points and fines that apply for traffic offences in school zones at www.rta.nsw.gov.au/rulesregulations/downloads/demeritlist_dl1.html

The school road safety information brochure is available in some languages other than English at www.rta.nsw.gov.au/roadsafety/downloads/schoolcommunitylanguagebrochures/schoolroadsafetybrochures then type _chinese_dl1.html or _korean_dl1.html or _arabic_dl1.htm

Abbott Rd



McMillan Rd



Bus Travel

Free bus travel from the home address is currently available to:

- all pupils in Kindergarten, Year 1 and Year 2
- all pupils in Years 3 to 6 who live *outside* a 1.6 km radius from the school

NB: Children in Year 2 who have a bus pass, need to apply for a *new* bus pass for the next year. A letter must go in with the new application.

Conditions, eligibility and application forms are available from the school office. Each afternoon a teacher supervises the boarding of the bus which leaves from outside the Abbott Road gate.

Train Travel

Free train travel is available to children in Year 5 and Year 6 who need to travel by train to attend school. Application forms are available from the McMillan Road office. Children are expected to walk to and from the station in an orderly manner, using the pedestrian traffic lights. While waiting on the station platform they are expected to wait quietly and not play.

Lost Property

If property is lost, it is kept in the “lost property” boxes. Lost property on the McMillan Road campus is kept on the landing at the top of the stairs going up from the uniform shop. Abbott Road lost property is at the steps at the entrance closest to the bubblers. Please make sure all the jackets, hats, containers etc are clearly MARKED WITH YOUR CHILD’S NAME AND CURRENT CLASS.

Religious Instruction/Ethics Classes

Lessons are conducted by visiting clergy and lay persons on Thursdays. Children whose parents choose for them not to take lessons or those denominations for which no instruction is available, are supervised by teachers. Parents must advise IN WRITING if their child is NOT to attend religious instruction lessons.

Ethics classes are an option for Year 5 and Year 6 students.

Excursions/Carnivals

From time to time these are arranged to support classroom teaching programs. Parents are advised in writing of the reason, place, time and cost and are required to complete permission notes. Permission notes should be returned promptly to your child’s teacher. NO CHILD CAN ATTEND WITHOUT A PERMISSION NOTE SIGNED BY A PARENT OR CARER.

The House System

Four “houses” operate in the school. The Athletics, Swimming and Cross Country Carnivals are the house competitions. House Captains and Vice Captains are elected each year from Year 6.

The houses and colours are:

Flynn - Yellow Gilmore – Blue Lawson – Green Melba - Red

Charities

As part of the Human Society and Its Environment curriculum, children are encouraged to support some charities. Some are regularly supported such as Stewart House and others are supported as the need arises. Contributions are VOLUNTARY.

COMMUNITY INVOLVEMENT

Artarmon Public School has an active and enthusiastic parent group and we hope that all parents will join in our meetings and activities.

Much of the work they do is in the way of fund raising to provide our children with many of the additional facilities and equipment necessary in modern education. Parental involvement is essential to the well being of our school and students. A large part of the money raised comes from direct parent contribution.

The Parents and Citizens Association (P&C) works in consultation with the school to set the parent voluntary contributions each year.

Parents can participate in organised class activities e.g. hearing children read, publishing children's writing, assisting with art activities, covering books in the library.

The school canteen operates every day of the week. Volunteers are required to maintain this service to the school.

Working bees are held several times a year to maintain school grounds and gardens. Landscaping projects are discussed with the teachers and the P&C, and if approved are incorporated into the working bees. Parents with little gardening knowledge are always welcome. Participation in helping to maintain our school grounds is most rewarding.

Parents and Citizens Association (P&C)

The P & C meets on the 4th Wednesday of each month at 8.00pm in the school library. Through this organisation parents acquire a greater understanding of the practices of the school.

Sub-committees of the P&C operate in a variety of areas. Committees have been involved in setting long term goals and in other decision making activities. Other committees organise the uniform shop, canteen, school bands and string groups, social/fundraising, multi-cultural activities, sustainability initiatives, traffic matters and gardening.

FACILITIES

The school has an assembly hall which allows us to present concerts and other performances and is also available for hire. Two smaller halls are located in the Abbott Road building.

The students use nearby Thompson Park during lunch time and for sport sessions with permission from Willoughby Council.

The Library is open every school day and children can use this facility before school or at lunch time. Children access the library as part of the school's RFF program .

Classrooms have been equipped with computers for student use. In 2012 a new computer room was established through the support of families. An Internet "kiosk" or small network has been installed in the library. Students can book in to access the Internet. A program restricts student access *to inappropriate web sites*. Students are required to sign and abide by the school's Computer/Internet Acceptable Use Policy.

Kameraigal Room – at the back of the Administration building is a teaching space used for library lessons, meetings and for classes to use the Connected Classroom facility.

STAFF INFORMATION

Principal: Louise Green
Deputy Principal: Judith Learmonth
Deputy Principal: Ryan Shephard

Assistant Principals:
Cathie Donaldson
Suzi Chosid
Caroline Alford
Jonathon Coombes

While executive staff have responsibilities for the whole school, the greater proportion of their administrative duties lies within the department in which they teach.

Class Teachers

Several teachers within the school have additional responsibilities such as curriculum development and resource management as well as the teaching duties for their class.

Support Teachers

The school has some additional teachers:

- Teacher/Librarian
- Reading Recovery Teacher
- English as a Second Language Teachers (ESL)
- Learning and Support Teacher (LAST)
- School Learning Support Officers (SLSO)
- Release from Face to Face Teachers (RFF)
- The school also provides for extra curricular activities in such areas as dance, band, choir, guitar, string group, debating, chess, gardening group and PSSA sport.

School Counsellor

The School Counsellor provides support services to students, parents, carers and teachers in a variety of ways.

Work includes:

- Counselling students
- Assessing students' learning and behaviour
- Assisting the school to identify and address disabilities that affect students' learning
- Liaising with the other agencies concerned with the well-being of students
eg the School Therapy and Resource Team

School Therapy and Resource Team

The team is a part of the Lower North Shore Child and Family Health Service.

The team is made up of a Physiotherapist, Speech Pathologist and an Occupational Therapist. Referrals are made through the school. The team is located in Chatswood. Phone: 9448 3155

Support and Administration Staff

The School Administrative and Support (SAS) Staff carry out the administrative and financial duties of the school. SAS staff also support the educational programs of the school.

Mrs Catherine Wolter, Ms Megcheline Williams, Mrs Denise Hendy, Mrs Fiona Rogers, Mrs Rosanna Bodell and Mrs Margaret Woodforth.

ACADEMIC INFORMATION

Class Organisation

Parallel (mixed ability) classes are formed according to the needs of the children. At times due to an imbalance in numbers of children in each grade, composite classes may be formed.

The school has four Opportunity Classes (OC) for “gifted and talented” children who are selected from a wide area by a special testing program carried out by the Selective Schools Unit. This is held in Term 3 each year and selection is made by a panel.

Curriculum/Key Learning Areas

The curriculum consists of all the learning experiences which take place in the school and the wider school environment. There are six major key learning areas.

ENGLISH

Talking and Listening
Reading
Writing

MATHEMATICS

Space and Geometry
Measurement
Patterns and Algebra

Number
Working Mathematically
Data

SCIENCE AND TECHNOLOGY

Built Environments
Investigating
Using Technology
Designing and Making
Information & Communication

Living Things
Physical Phenomena
Products and Services
Earth and its Surroundings

HUMAN SOCIETY AND ITS ENVIRONMENT

Change and Continuity
Environments

Cultures
Social Systems & Structures

CREATIVE ARTS

Music
Drama

Visual Arts
Dance

HEALTH, PHYSICAL EDUCATION AND PERSONAL DEVELOPMENT

Health Education
Physical Education (including sport/fitness)
Personal Development
Drug Education
Child Protection

Working within this framework, teachers plan programs of work using a variety of methods and resources (including excursions). In many cases Key Learning Areas inter-relate and work can be planned around a central theme. Class teachers may seek the help of support staff such as the Teacher/Librarian, the Learning and Support Teacher or the Teacher of English as a Second Language in implementing these programs.

Within each class, provision is made for children who require more challenging activities. To this end the school library offers access to a wide variety of reference materials. There is also opportunity for children with special talents or interests to attend camps or workshops in such areas as leadership, music, computer studies, drama, dance and creative writing. All students participate in the school Public Speaking Competition.

Music is an important part of each class program allowing children to take part in musical activities from Kindergarten to Year 6. All children at various stages of their education are offered the chance to join choirs, the school bands or smaller instrumental ensembles. Children in the band and strings program can hire instruments.

School concerts and other performances allow children the chance to demonstrate their skills to their peers, parents and the wider community.

Reporting/Interviews

Each child is being continually assessed across the Key Learning Areas in order to report to you your child's progress against syllabus expectations. Interviews are conducted during the year as requested by parent or teacher.

The following schedule has been devised:

Parent /Teacher Interviews are scheduled for Term 1

Semester One Progress Reports are sent home at the end of Term 2

Semester Two Progress Reports are sent home at the end of Term 4

The above schedule is regularly revised and is subject to change.

Assemblies

These are held regularly across K-2, Years 3 and 4 and Years 5 and 6. Assemblies provide opportunities for recognising achievement through the awarding of certificates and for the presentation of class work. Items of importance to the school organisation are also raised at assemblies.

The whole school comes together for an assembly twice in Terms 1 to 3.

Library

This is the "heart" of the school as it is our main resource centre. Regular lessons are given to all classes and children are encouraged to use the library before school, during lunch time or during "book-in" sessions organised between the teacher/librarian and the class teacher. Children are encouraged to borrow books regularly.

A "LIBRARY CLEARANCE" certificate must be obtained from the librarian BEFORE any child leaves the school. A transfer cannot be issued without this clearance. Depending on the age of LOST BOOKS, parents may be asked to pay the cost of replacement.

SPECIAL DAYS/WEEKS OBSERVED BY THE SCHOOL

Throughout each school year there are some days which are observed at about the same time each year. They are:

Parent/Teacher Interviews

Swimming Carnival

School Development Days

K-2 (3yr rotation)

Book Week

Education Week

Athletics Carnival

Cross Country

K-2 Tabloid Sports Day

K-6 Assemblies

Special Assemblies

Term 1

February

2 per year (pupil free days for staff development)

Usually Day 1 of Term 2 and Day 1 of Term 3

Easter Hat Parade, Book Week, Grandparents Day

Early Term 3

Gazetted at the beginning of each year

Late Term 2 or Early Term 3

Term 2

Term 3

Terms 1-3, Weeks 5 and 10

As advertised in Newsflash

STUDENT WELFARE

The emotional, physical, academic and social welfare of each child is of prime concern and it is important that parents and teachers communicate regularly to ensure that any concerns/problems are dealt with promptly.

Parent/Teacher Interviews

There are formal interviews organised in Term 1. In Years 3 to 6, parents may choose to have their child present at the interview. However, parent/teacher interviews can be arranged at any time during the year and be requested by either the teacher or parent. These interviews should be prearranged so that they aren't scheduled when the teacher is on class.

Support Teachers

Support Teachers assist the class teachers in catering for children with learning difficulties or in teaching English to non-English speaking children. These teachers may operate in the classroom or set up an individual or small group program for children.

Student Representative Council (SRC)

The SRC is comprised of representatives from Kindergarten to Year 6 classes and the school Prefects. The SRC meets regularly to discuss issues and initiate activities or events.

Prefects

Prefects are elected by their peers at the end of Year 5, for the coming year. They conduct assemblies and carry out other tasks to assist in the smooth running of the school. House Captains and Vice Captains are elected by their peers and represent their respective houses.

The Buddy System

Classes are paired together so as to allow across-grade communication and shared learning experiences. A major aim of the Buddy System is to build positive relationships between peers.

The Buddy System also supports the transition to school for new Kindergarten students each year.

Anti-Bullying Policy

At Artarmon Public School we believe:

- Every person has the right to be treated as an individual and with dignity.
- Every person has a right to feel safe.
- Every person has a right to be able to learn, free from anxiety.
- Bullying is not acceptable in our school.

A copy of the Anti-Bullying Policy is available from the office and on the school website.

Child Protection

It is mandatory for all schools to provide Child Protection lessons. Each year classes will cover the content outlined in the PDHPE syllabus.

Discipline

Through the many aspects of the Student Welfare Program and other curriculum areas we aim to develop self-discipline in each child. Should it be necessary parents might be requested to attend an interview to discuss their child's behaviour.

THE DISCIPLINE CODE

At Artarmon Public School everyone has rights and responsibilities.

- Students have a right to maximise learning opportunities and to work and play in a secure, encouraging environment.
- Staff have a right to teach quality programs in a safe and supportive environment and to be treated with respect.
- Parents have a right to participate in the learning partnership.
- Visitors have a right to feel welcome in the school and be treated with respect.

Student rights:

- Learn in a pleasant, clean and positive environment.
- Be treated fairly and with respect, courtesy and patience.
- Feel comfortable, safe and valued.

Student responsibilities:

- Make effective use of their learning time, without hindering the learning of others.
- Treat others fairly and with respect, courtesy and patience.
- Make others feel comfortable, safe and valued.

Staff rights:

- Teach in a pleasant, clean and positive environment.
- Be treated fairly and with respect, courtesy and patience.
- Feel comfortable, safe and valued.

Staff responsibilities:

- Develop, implement and monitor quality programs for all students.
- Encourage student self-esteem and achievement.
- Provide collegial support for peers and work as a team towards identified school goals.
- Fairly allocate and use resources.
- Provide for student safety through punctual and visible disciplined playground supervision.
- To follow OH&S guidelines.
- To keep parents informed of each student's social, emotional and academic development.
- Treat others fairly and with respect, courtesy and patience in accordance to the profession's code of conduct.
- Make others feel comfortable, safe and valued.

Parent rights:

- Be provided with honest feedback about their students progress at school
- Be treated fairly and with respect, courtesy and patience
- Feel comfortable, safe and valued.

Parent responsibilities:

- Support the school's rights and responsibilities charter.
- Treat school staff, other parents and students fairly and with respect, courtesy and patience
- Actively pursue relevant student and school information.
- To treat information gleaned about students whilst helping in the school environment as confidential.
- Ensure their child is at school at the appropriate time and leaves school at the appropriate time.

School Rules and Student Responsibilities

Artarmon Public School's rules have been developed to meet the needs of the school community and are consistent with the Core Rules in NSW Government Schools.

Our rules can be simplified to:

- ✓ **Be Responsible**
- ✓ **Respect Others**
- ✓ **Always Do Your Best**
- ✓ **Play Safely**

Rules	Responsibilities Students will:
Be Responsible	<ul style="list-style-type: none">• be punctual• adhere to the school dress code• be in the right place at the right time• deliver notes/money to school promptly• stay out of classrooms and other out of bound areas unless supervised by a teacher• not steal, damage or destroy school property and the property of others• hand in lost property• return all equipment (sport, library books, class items etc)• make correct choices to fully participate in all school activities• keep mobile phones securely packed away, using only after 2.55 or with the expressed permission of a teacher• Use technology such as emails, Internet and mobile phones appropriately- not to bully other students
Respect Others	<ul style="list-style-type: none">• be kind and considerate• accept everyone as an equal• be polite to other students, teachers and visitors• try and work out problems positively• treat others as they would like to be treated• share equipment and play areas fairly• be a good sport and be modest in success and generous in defeat.• understand and respect the view of others• care and respect the school environment and property
Always Do Your Best	<ul style="list-style-type: none">• participate in the classroom activities• be enthusiastic and enjoy learning• be ready to learn, bringing equipment where needed (pens, pencils, rulers, library bag, notes and homework) to school each day• co-operate with teachers and class members in an acceptable manner• keep up to date with work and complete unfinished work at home• follow the instructions of teachers and others working in the school• follow the school's homework policy
Play Safely	<ul style="list-style-type: none">• travel directly to school and to leave school promptly at 2.55pm• be in the right place at the right time• play only in supervised areas• play safely with others and equipment• only eat their own food• not bring/do anything that might cause injury to self or others• obey school rules• travel to and from school in a safe and sensible manner• move and act sensibly in the variety of activities offered at school• leave prohibited materials at home

ARTARMON PUBLIC SCHOOL CODE OF CONDUCT

This Code of Conduct will help to keep me happy and safe. It will help me do my best work.

RRAP Rules

Be Responsible



Always Do Your Best.



Play Safely.



ARTARMON PUBLIC SCHOOL



NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING

